

**DEPARTMENT OF TRANSPORTATION**

DIVISION OF LOCAL ASSISTANCE – MS. 1

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January 17, 2006

CALTRANS EMPLOYEES

REPRESENTATIVES OF CALIFORNIA LOCAL GOVERNMENT

REPRESENTATIVES OF THE PRIVATE SECTOR

**Subject: Local Assistance Program Guidelines**

Enclosed is the Caltrans Division of Local Assistance Program Guidelines. The Division of Local Assistance assists local agencies in taking advantage of state and federal funded transportation programs. We accomplish this by developing implementation policies that are consistent with Legislative requirements. This publication is to be used as a tool to help local agencies improve mobility across California.

This manual provides a detailed description of the various federal and state programs available for financing local public transportation projects. The topics discussed under each program include, but are not limited to: project eligibility requirements, project selection process, funding levels, key decision makers, special processing requirements, critical implementation dates and other relevant references.

This manual was originally issued in July 1, 1996 and has been continually updated ever since by a process, which releases Local Programs Procedures (LPPs). The Local Programs Procedures are documents used for the rapid deployment of new procedures and policies between updates of the manual and guidelines. They are numbered according to calendar year and order in which released (i.e., the first LPP issued during the year 2006 would be LPP 06-01). This manual includes the most recent LPP 05-03 released. An entire chronological list of LPPs has been made available for historical reference and can be viewed on the Division of Local Assistance homepage at: <http://www.dot.ca.gov/hq/LocalPrograms/index.html>. To subscribe to our website for continual LPP updates, please go to: <http://www.dot.ca.gov/hq/LocalPrograms/sub.htm>

Our goal is to make the manual streamlined and user friendly. If you have any questions or wish to make comments for ongoing improvements to the manual, please feel free to contact the LAPG Manual Coordinator -Vicki Zuppan at (916) 651-6874 or the Manual Editor: [localassistance\\_manualeditor@dot.ca.gov](mailto:localassistance_manualeditor@dot.ca.gov). You may also offer your suggestions by completing the enclosed form and returning it to us with your comments.

Sincerely,

**Original Signed By**

Kevin Pokrajac, Chief

Office of Procedures Development &amp; Training

Division of Local Assistance

Enclosure